



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

IN REPLY REFER TO:

DepO 1420.2C  
1A  
APR 27 1980

DEPOT ORDER 1420.2C

*w/ ch 1, ch 2*

From: Commander

To: Distribution List

Subj: MERITORIOUS PROMOTION OF DRILL INSTRUCTORS AND RECRUITERS

Ref: (a) MCO P1400.32B

(b) MCO P1070.12J

(c) Volume III, Guidebook for Recruiting Station Operations

- Encl: (1) Drill Instructors' Nomination Package Format  
(2) Drill Instructor Meritorious Promotion Briefing Sheet  
(3) Recruiters' Nomination Package Format  
(4) Recruiter Meritorious Promotion Briefing Sheet

*ch 2*  
(5) *Recruiter Checklist*  
(6) *Drill Instructor Checklist*

1. Purpose. To publish information and prescribe procedures for the meritorious promotion of drill instructors and recruiters to the grade of Sergeant, Staff Sergeant, and Gunnery Sergeant.

2. Cancellation. Depot Order 1420.2B.

3. Background. Reference (a) establishes general criteria for meritorious promotion and delegates "selection authority" to the Commanding General for meritorious promotion of drill instructors and recruiters. Promotion to SSgt and GySgt will be effected by HQMC once nominees are forwarded by the Depot.

4. Summary of Revision. This revision contains a substantial number of changes to paragraph 6c and the enclosures. It should be completely reviewed.

5. Meritorious Selection Board

a. Final screening of all eligible drill instructors and recruiters recommended for meritorious promotion will be accomplished by a Depot Meritorious Selection Board convened semiannually at this Headquarters to recommend Marines for meritorious promotions as established in reference (a). Recruiters and drill instructors will be considered separately by the selection board.

b. The Depot Meritorious Selection Board will consist of the following members:

Chief of Staff

Depot Sergeant Major

Field Grade Officer, AC/S, Recruiting

Field Grade Officer, Recruit Training Regiment

Field Grade Officer and SgtMaj, W&FTBn

Field Grade Officer or SgtMaj, 8th MCD

Field Grade Officer or SgtMaj, 9th MCD

Field Grade Officer or SgtMaj, 12th MCD

Headquarters & Service Battalion Sergeant Major

Recruit Training Regiment Sergeant Major

Depot Adjutant or Division Chief (non-voting)

Senior Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Recorder

*member*

*ch 1*  
*Ops chief, AC/S, Recruiting*

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6. Informationa. Quotas

(1) Promotion quotas for meritorious selection to Staff Sergeant and Gunnery Sergeant for drill instructors and recruiters will be established by HQMC. The Assistant Chief of Staff, G-1, will establish and publish the quotas for Sergeants based upon the on board strength of MCRD/WRR, as established in reference (a)

(2) Nominations of recruiters by each District will not exceed the total number of quotas, as published by HQMC, for the Depot. Nominations for drill instructors will equal the quota, plus an additional number established by the Chief of Staff. All dates, timelines and quotas will be published in a Depot Bulletin semiannually.

b. Administrative Instructions

(1) Meritorious promotion packages for all drill instructors and recruiters who are eligible and recommended will be submitted to the Commanding General (Attn: Depot Adjutant) in the format shown in enclosures (1) through (4). A current official photograph with height and weight certification by the Commanding Officer in accordance with reference (b), will accompany each nomination package.

(2) Specific documentation to accompany each package will include a factual and descriptive word picture by the Commanding Officer to assist the board in the selection process. In the case of recruiters serving in support billets, (Military Entrance Processing Station (MEPS) Liaison, Operations Chief, and Officer Selection Assistants (OSAs)), include specific comments detailing quantifiable contributions made by the Marine that are clearly superior and warrant the Marine's nomination for meritorious promotion. Also include historical records for nominees who were previously recruiters on production.

(3) Documentation to accompany each package may include any relevant additional information deemed appropriate by the commanding officers. Examples of additional information are beneficial suggestions, development of a new SOP, etc. This information can further distinguish a meritorious Marine from other nominees.

(4) All voting by the board will be conducted by secret ballot. Moreover, the selection procedures followed and determinations made by the selection board will not be shared beyond its immediate membership.

c. Eligibility

(1) To be eligible for meritorious promotion consideration, drill instructors and recruiters must meet the following tour and service requirements per reference (a).

<u>Grade</u>	<u>Tour Length</u>	<u>Time In Service</u>
Corporal	6 months	6 months
Sergeant	12 months	18 months
Staff Sergeant	12 months	4 years
Gunnery Sergeant	12 months	6 years

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(2) Drill Instructors. The months of observed performance (tour length) are computed from the first day that their special duty status begins to the effective date of the meritorious promotion.

(3) Recruiters

(a) The months of observed performance (tour length) must be on production. This will be computed from the first day they are placed on production to the established cut-off date announced in a CG, MCRC Bulletin. Periods of 16 or more days will be considered a full month.

(b) The production start date must be reported into ARMS per reference (c).

(c) Normally, the established cut-off date for the January promotion period will be 31 October and the cut-off date for the July promotion period will be 30 April. Specific dates will be published in a Depot Bulletin semi-annually.

(4) To be eligible for consideration, the Marine must be a member of this command at the time the recommendation is submitted to CMC.

(5) Marines eligible for meritorious promotion must not have failed the physical fitness test and must not have been on a weight control/military appearance program during the observation period covered in the recommendation.

(6) Marines eligible for meritorious promotion must not have been found guilty, or had charges "set aside" by civilian or military court or NJP, of driving under the influence of alcohol/drugs, or for public drunkenness, during the six months proceeding the semiannual promotion period.

(7) The meritorious promotion program for recruiters pertains to all 8411's and 8412's currently on active duty, both regular and reserve (EAD). This includes members of Districts' Contact Teams, members of the Depot staff serving in billet MOS 8411/8412, OSO Assistants engaged in active recruiting procedures, and MEPS Liaisons.

7. Action

a. Commanding Officers

(1) Submit meritorious promotion packages for all recruiters and drill instructors eligible and recommended, as prescribed in this Order, in the format, and per the instructions shown in enclosures (1) through (4), as appropriate.

(2) Ensure that a Meritorious Promotion Briefing Sheet, enclosure (2) or (4) (as appropriate), is included with each nomination package. All commanders will rank, by grade, their nominations submitted to the selection board at the bottom of each briefing sheet.

b. Assistant Chief of Staff, G-1

(1) Publish by Depot Bulletin a meritorious promotion quota announcement and Depot Meritorious Selection Board Schedule.

(2) Include in the Bulletin, the time and place for the convening of the semiannual Meritorious Selection Board.

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(3) Review each meritorious promotion package to ensure compliance with established criteria.

(4) Submit to the Senior Member of the Meritorious Board, all required documents and pertinent matter no later than two days prior to the convening date of the board.

(5) Prepare the Certificates of Appointment for those Marines selected for meritorious promotion to the grade of Sergeant.

(6) Submit the names of those Marines approved by the CG for meritorious promotion to the grade of SSgt and GySgt, to the CMC (MMPR-2) to be received no later than the published dates established by MCRC.

(7) Once signed by the CG, or received from CMC, forward promotion warrants to the appropriate CO. Forward copies of each delivered warrant to CMC (MMPR-2), as required by reference (a).

c. Senior Member, Depot Meritorious Selection Board

(1) Convene and supervise the Depot Meritorious Selection Board. Ensure compliance with this Order.

(2) Convening and selection of the Depot Meritorious Selection Board will be accomplished through a review of the nominees' SRBs and nomination packages. Selection Board members will determine the priority of qualified nominees, by secret ballot.

  
JOHN B. SALLIS  
Acting

DISTRIBUTION: B

Copy to: ~~COs, MCRSs~~

CO, MCRSs

ch 1



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

IN REPLY REFER TO:

DepO 1420.2C Ch 1  
1A

DEC 27 1990

DEPOT ORDER 1420.2C Ch 1

From: Commanding General  
To: Distribution List

Subj: MERITORIOUS PROMOTION OF DRILL INSTRUCTORS AND RECRUITERS

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On page 1, after the last line of paragraph 5.b. add:

OpsChf, AC/S, Recruiting

Member

b. On page 4, in the "Copy to" section change "COs, MCRSs" to read "CO, MCRSs".

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
J. R. MORRIS  
Chief of Staff

DISTRIBUTION: B

Copy to: CO, MCRSs



UNITED STATES MARINE CORPS  
Marine Corps Recruit Depot/Western Recruiting Region  
1600 Henderson Avenue Suite 238  
San Diego, California 92140-5001

DepO 1420.2C Ch 2  
1A  
8 Nov 02

DEPOT ORDER 1420.2C Ch 2

From: Commanding General  
To: Distribution List

Subj: MERITORIOUS PROMOTION OF DRILL INSTRUCTORS AND RECRUITERS

Encl: (1) New Page inserts to DepO 1420.2C of 27 Apr 00

1. Situation. To direct a pen change and transmit new page inserts to the Basic Order.

2. Mission. This change contain checklists to be utilized upon nominations of Drill Instructors and Recruiters for Meritorious Promotion. The checklists will assist in the screening of records and are to be submitted as a separate document from the basic recommendation to this Headquarters.

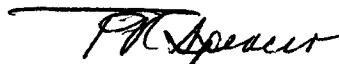
3. Execution

- a. Insert new enclosures (5) and (6) at the end of the basic Order.
- b. Add new titles in the "Encl:" section on the signature page of the basic Order:
  - (5) Recruiter Checklist
  - (6) Drill Instructor Checklist
- c. Make the following pen change: under paragraph 7a, change last line to read "and per the instructions shown in the enclosures, as appropriate."
- d. File this signature page immediately after the signature page of Change 1.

3. Administration and Logistics. Commanders ensure that nomination packages for drill instructors and recruiters are screened utilizing these new checklists prior to submission to this Headquarters.

4. Command and Signal

- a. Command. This change is effective upon receipt.
- b. Signal. This Order is applicable to MCRD and WRR.

  
T. W. SPENCER  
Chief of Staff

DISTRIBUTION: A / plus CO, 8<sup>th</sup> and 9<sup>th</sup> Marine Corps Districts/CO MCRSs (1)

APR 27 0000

DRILL INSTRUCTORS NOMINATION PACKAGE FORMAT

From: Commanding Officer, \_\_\_\_\_  
To: Commanding General, MCRD/WRR San Diego (Attn: Depot Adjutant)  
Via: (as appropriate)

Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF SERGEANT IRA M.  
GREAT 000 00 0000/0000/8511 USMC

Ref: (a) DepO 1420.2C

Encl: (1) Drill Instructor Meritorious Promotion Briefing Sheet  
(2) Current Official Photograph  
(3) SRB with BIR/BTR  
(4) TMCI Screen from JUMPS/MMS

1. In accordance with the provisions of the reference, Staff Sergeant Great is eligible for meritorious promotion to Gunnery Sergeant.
2. Enclosures (1) through (4) are submitted, as required.

---

(CO's signature)

NOTE: Comply with paragraph 6b(2) of the basic Order, regarding a factual and meaningful, descriptive word picture, when completing paragraph 1 of this recommendation.

ENCLOSURE (1)

# DRILL INSTRUCTOR MERITORIOUS PROMOTION BRIEFING SHEET

1. NAME	2. Grade	3. PMOS	4. DOR	5. ADBD	6. DCTB	7. Age	8. PFT date/score	9. Rifle	10. Pistol	11. Battalion			
12. SSN	13. Period Covered		8a. Height 8b. Weight 8c. Body Fat										
			<table border="1"> <tr> <td></td><td></td><td></td> </tr> </table>										
14. Service			15. Military Education					16. Civilian Education					
A. Active _____ Yrs/Mos													
B. Inactive _____ Yrs/Mos													
17. Billets Held	18. Platoon	19. MCIs											
		20. Favorable Matter Awards											
		21. Prior Merit Promotions											
22. Additional Remarks							23. Bn Cmdr's Ranking						
							24. Regt Cmdr's Ranking						

ENCLOSURE (2)



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INSTRUCTIONS FOR COMPLETING DRILL INSTRUCTOR BRIEFING SHEET

BLOCK

- 1 NAME: last, first, and MI.
- 2-7 Self-explanatory.
- 8abc-10 Enter most recent PFT, height, weight, body fat %, rifle, and pistol scores. Indicate if PFT was partial.
- 11 List Battalion where Marine is assigned.
- 12 List SSN.
- 13 List dates corresponding to duty assignments. Type in DOD format, i.e., 970101 - 991120.
- 14 List years and months of active and inactive service.
- 15 List names and completion dates of all military schools.
- 16 List highest education obtained and/or college courses completed.
- 17 List in descending order, billets held on present tour.
- 18 List platoons assigned.
- 19 List courses and completion dates of all MCI's.
- 20 List any favorable matter or awards that the Board should consider.
- 21 List previous meritorious promotions.
- 22 List any additional remarks.
- 23 Battalion Commander's rating of nominee, as compared to other nominees of the same grade.
- 24 Regimental Commander's rating of nominee, as compared to other nominees of the same grade. (Excluding W&FTBN)

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RECRUITERS NOMINATION PACKAGE FORMAT

From: Commanding Officer, \_\_\_\_\_  
To: Commanding General, MCRD/WRR San Diego (Attn: Depot Adjutant)  
Via: (as appropriate)  
  
Subj: MERITORIOUS PROMOTION TO GUNNERY SERGEANT; CASE OF STAFF SERGEANT IRA M.  
GREAT 000 00 0000/0000/8411 USMC

Ref: (a) DepO 1420.2C

Encl: (1) Recruiter Meritorious Promotion Briefing Sheet  
(2) Current Official Photograph  
(3) SRB with BIR/BTR (see note #2)  
(4) TMCI Screen from JUMPS/MMS (see note #2)

1. In accordance with the provisions of the reference, Staff Sergeant Great is eligible for meritorious promotion to Gunnery Sergeant.
2. Enclosures (1) through (4) are submitted, as required.

\_\_\_\_\_  
(CO's signature)

NOTE #1: Comply with paragraph 6b(2) of the basic Order, regarding a factual and meaningful, descriptive word picture, when completing paragraph 1 of this recommendation.

NOTE #2: Submit at the District level.

ENCLOSURE (3)

## RECRUITER MERITORIOUS PROMOTION BRIEFING SHEET

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1. NAME	2. Grade	3. PMOS	4. DNR	5. AABD	6. DUTB	7. Age	8. RFT date/score	9. MCD/RS	10. RSS/PCS	11. Billet
12. SSN							8a. Height	8b. Weight	8c. Body Fat	

13. Service	14. Military Education	15. Civilian Education
A. Active _____ YRs/Mos		
B. Inactive _____ YRs/MOs		
C. Component		

16. Performance			17. Recruits (Size of families, dependents, etc.)	
	12 months	TTD		
A. # shipped to MCRD				
B. % MCRD Attrition				
C. % Tier I Shipped				
D. % MG I-III A Shipped				
E. % Code 1 Discharged				
F. % PED				
G. % SPL Recognition				
H. MO's on production				
I. # Contracts Written				
J. % DEP Attrition				
K. % Tier 1 Depped				
L. % MG I-III A Depped				
M. NET Apr				
			18. Recruits Awards	19. Prior Merit Promotions

20. RSS performance as NCOIC TTD			21. Date assigned as NCOIC	22. Months in NCOIC Billet
	12 months	TTD		
A. # shipped to MCRD				
B. % MCRD Attrition				
C. % Tier I Shipped				
D. % MG I-III A Shipped				
E. % Code 1 Discharged				
F. % PED				
G. % SPL Recognition				
H. MO's on production				
I. # Contracts Written				
J. % DEP Attrition				
K. % Tier 1 Depped				
L. % MG I-III A Depped				
M. NET Apr				
N. # Recruiters Relieved				
O. # of Recruiters				
P. # of PCS's				
			23. CHARACTERISTICS OF RSS TAOR (SPEL, IN, etc.)	
			24. Narrative Reason why recruiter was relieved	

25. RS CO's Ranking

26. District CO'S Ranking

ENCLOSURE (4)

DepO 1420.2C  
APR 27 2000

INSTRUCTIONS FOR COMPLETING RECRUITER BRIEFING SHEET

BLOCK

- 1 NAME: last, first, and MI.
- 2-7 Self-explanatory.
- 8abc Enter most recent PFT, height, weight, and body fat %. Indicate if PFT was partial.
- 9-12 Self-explanatory.
- 13ab List years and months of active and inactive service.
- 13c USMC or USMCR (EAD).
- 14 List all military schools and MCIs completed.
- 15 List highest education obtained and/or college courses completed.
- 16 Two sets of statistics. "12 months" data will be from the established cut-off date going back 12 months (or the production start date if SNM has been on production less than 12 months). "TTD" will be from the established cut-off date going back to the production start date.
- 16a Total force shipped to recruit training.
- 16b # Discharged divided by # shipped during period.
- 16c # Tier 1 shipped divided by block #16a
- 16d # I-IIIA shipped divided by block #16a
- 16e # MCRD discharges that were categorized as "detectability code 1". (QCIS data)
- 16f # Post-enlistment disclosures divided by block #16a. (QCIS data)
- 16g # Special recognition divided by block #16a. (QCIS data)
- 16h Computed from production start date to established cut-off date.
- 16i # Gross contracts written during period.
- 16j # Pool discharges divided by block #16i.
- 16k # Tier 1 contracts divided by block # 16i.
- 16l # I-IIIA contracts divided by block # 16i.
- 16m # Gross contrats written (block #16I) minus # pool discharges (not listed on this sheet) divided by production months (block #16h).

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INSTRUCTIONS FOR COMPLETING RECRUITER BRIEFING SHEET (cont.)

- 17 Self-explanatory.
- 18 List any favorable matters or awards the Board should consider.
- 19 List previous meritorious promotions.
- 20 This block will display two sets of statistics for SNM's Recruiting Sub-Station (RSS). "12 months" data will be from the established cut-off date going back 12 months (or the date the Marine assumed duties as the NCOIC if SNM has been the NCOIC less than 12 months). "TTD" will be from the established cut-off date going back to the date the Marine assumed duties as the NCOIC.
- 20a-20g Same instructions as above for recruiter computations.
- 20h # Months as NCOIC multiplied by # of production recruiters during the period.
- 20i-20l Same instructions as above for recruiter computations.
- 20m # Gross contracts written (block #20i) minus # pool discharges (not listed on this sheet) divided by production months (block #20h).
- 20n # Recruiters relieved (RFC/GOS) while SNM was the NCOIC.
- 20o 8411 recruiters (does not include Recruiter Aides).
- 20p Self-explanatory.
- 21-24 Self-explanatory.
- 25 RS CO's rating of nominee, as compared to other nominees of the same grade.
- 26 District CO's rating of nominee, as compared to other nominees of the same grade.

ENCLOSURE (4)

**RECRUITER CHECKLIST**

NOMINEE'S RANK \_\_\_\_\_ LAST/FIRST NAME \_\_\_\_\_ SSN: \_\_\_\_\_  
NOMINEE'S CMD \_\_\_\_\_

1. Log in Data Base (For use by HQ MCRD/WRR)	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Immediately forward recruiter nomination packages to AC/S, Recruiting SNCOIC. <b>(Keep Track of Packages forwarded and returned)</b> (For use by HQ MCRD/WRR)			<input type="checkbox"/> Forwarded (Date) _____	<input type="checkbox"/> Returned (Date) _____
DISTRICT CO'S ENDORSEMENT COMPLETE (SIGNED)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
RS CO'S RECOMMENDATION COMPLETE (SIGNED)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BRIEFING SHEET IN NOMINATION PACKAGE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
OFFICIAL PHOTOGRAPH IN NOMINATION PACKAGE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLOCKS 1 THRU 8 OF BRIEFING SHEET ACCURATE (USE BIR/BTR)	<b>ACCURATE</b>			
BLK 1 NAME	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 2 RANK	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 3 PMOS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 4 DOR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 5 ADBD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 6 DCTB	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 7 AGE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 8 PFT (DATE/SCORE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BIR/BTR/TMCI SCREEN - NOT OLDER THAN 15 DAYS - RIGHT SIDE OF SRB				
- BIR		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
- BTR		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
- TMCI SCREEN		<input type="checkbox"/> YES	<input type="checkbox"/> NO	

ENCLOSURE (5)  
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- RIGHT SIDE OF SRB		<input type="checkbox"/> YES	<input type="checkbox"/> NO
-BLOCK 16H (8411) - (PERIOD COVERED) BRIEF SHEET REFLECTS AT LEAST 12 MO TOUR-TO-DATE (TTD) -BLOCK 20H (8412) - (PERIOD COVERED) BRIEF SHEET REFLECTS AT LEAST 12 MO TOUR-TO-DATE (TTD)		<input type="checkbox"/> YES	<input type="checkbox"/> NO If NO - SNM not qualified. Do not submit
<b>HEIGHT/WEIGHT/MAX WEIGHT/BF% (WITHIN STANDARD) - BLOCKS 8a, 8b and 8c</b>			
HEIGHT	_____ In.		
WEIGHT	_____ lbs		
MAX WEIGHT	_____ lbs		
BODY FAT %	_____ %		
SNM IS WITHIN STANDARD (Provide Date of Measurements)	DATE: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO If NO - SNM not qualified. Do not submit
NOMINEE HAS COMPLETED REQUIRED PME PER ALMAR 339-96		<input type="checkbox"/> YES	<input type="checkbox"/> NO If NO - SNM not qualified. Do not submit
<b>SELECTION TO SSGT</b>			
MCO COURSE 03.3, THE MARINE NCO; OR		<input type="checkbox"/> YES	<input type="checkbox"/> NO
NCO BASIS NONRESIDENT PROGRAM (MCI PROGRAM 7000; OR		<input type="checkbox"/> YES	<input type="checkbox"/> NO
SGTS NONRESIDENT PROGRAM (MCI PROGRAM 8000)		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>SELECTION TO GYSGT</b>			
THE SNCO CAREER NONRESIDENT PROGRAM (MCI PROGRAM 7100)		<input type="checkbox"/> YES	<input type="checkbox"/> NO If NO - SNM not qualified. Do not submit
NOMINEE MEETS TIME IN SERVICE REQUIREMENT (BLOCK 13)		<input type="checkbox"/> YES	<input type="checkbox"/> NO If NO - SNM not qualified. Do not submit
CHECK PAGE 11, 12 AND 13 FOR ADVERSE ENTRIES		ADVERSE MATERIAL DURING THE MERITORIOUS PROMOTION PERIOD	
PAGE 11		<input type="checkbox"/> YES	<input type="checkbox"/> NO If YES - Provide Narrative in Remarks below
PAGE 12		<input type="checkbox"/> YES	<input type="checkbox"/> NO If YES - Provide Narrative in Remarks below
PAGE 13		<input type="checkbox"/> YES	<input type="checkbox"/> NO If YES - Provide Narrative in Remarks below

ENCLOSURE (5)  
Ch 2

[illegible]



**DRILL INSTRUCTOR CHECKLIST**

NOMINEE'S RANK \_\_\_\_\_ LAST/FIRST NAME \_\_\_\_\_ SSN: \_\_\_\_\_  
NOMINEE'S CMD \_\_\_\_\_

1. Log in Data Base (For use by HQ MCRD/WRR)	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Immediately forward recruiter nomination packages to AC/S, Recruiting SNCOIC. <b>(Keep Track of Packages forwarded and returned)</b> (For use by HQ MCRD/WRR)		<input type="checkbox"/> Forwarded (Date) _____	<input type="checkbox"/> Returned (Date) _____	<input type="checkbox"/> N/A
RTR'S CO'S ENDORSEMENT COMPLETE (SIGNED) (EXCLUDE WFTBN)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED
BN CO'S RECOMMENDATION COMPLETE (SIGNED)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED
BRIEFING SHEET IN NOMINATION PACKAGE		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED
OFFICIAL PHOTOGRAPH IN NOMINATION PACKAGE		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED
BLOCKS 1 THRU 10 OF BRIEFING SHEET ACCURATE (USE BIR/BTR)	ACCURATE			
BLK 1 NAME	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 2 RANK	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 3 PMOS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 4 DOR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 5 ADBD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 6 DCTB	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 7 AGE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 8 PFT (DATE/SCORE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 9 RIFLE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BLK 10 PISTOL	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> CORRECTED	
BIR/BTR/TMCI SCREEN - NOT OLDER THAN 15 DAYS - RIGHT SIDE OF SRB				
- BIR		<input type="checkbox"/> YES	<input type="checkbox"/> NO	

ENCLOSURE (6)  
Ch 2

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- BTR		<input type="checkbox"/> YES	<input type="checkbox"/> NO
- TMCI SCREEN		<input type="checkbox"/> YES	<input type="checkbox"/> NO
- RIGHT SIDE OF SRB		<input type="checkbox"/> YES	<input type="checkbox"/> NO
BLOCK 13 - (PERSONAL PERFORMANCE) BRIEF SHEET REFLECTS AT LEAST 12 MO TOUR-TO-DATE (TTD)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If NO - SNM not qualified. Do not submit
<b>HEIGHT/WEIGHT/MAX WEIGHT/BF% (WITHIN STANDARD) BLOCKS 8a, 8b and 8c</b>			
HEIGHT	_____ In.		
WEIGHT	_____ lbs		
MAX WEIGHT	_____ lbs		
BODY FAT %	_____ %		
SNM IS WITHIN STANDARD (Provide Date of Measurements)	DATE: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO If NO - SNM not qualified. Do not submit
<b>NOMINEE HAS COMPLETED REQUIRED PME PER ALMAR 339-96</b>			
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If NO - SNM not qualified. Do not submit
<b>SELECTION TO SSGT</b>			
MCO COURSE 03.3, THE MARINE NCO; OR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
NCO BASIS NONRESIDENT PROGRAM (MCI PROGRAM 7000; OR	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
SGTS NONRESIDENT PROGRAM (MCI PROGRAM 8000)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>SELECTION TO GYSGT</b>			
THE SNCO CAREER NONRESIDENT PROGRAM (MCI PROGRAM 7100)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If NO - SNM not qualified. Do not submit
<b>NOMINEE MEETS TIME IN SERVICE REQUIREMENT (BLOCK 14)</b>			
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If NO - SNM not qualified. Do not submit
<b>CHECK PAGE 11, 12 AND 13 FOR ADVERSE ENTRIES</b>			
ADVERSE MATERIAL DURING THE MERITORIOUS PROMOTION PERIOD			
PAGE 11		<input type="checkbox"/> YES	<input type="checkbox"/> NO If YES - Provide Narrative in Remarks below
PAGE 12		<input type="checkbox"/> YES	<input type="checkbox"/> NO If YES - Provide Narrative in Remarks below
PAGE 13		<input type="checkbox"/> YES	<input type="checkbox"/> NO If YES - Provide Narrative in Remarks below

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